

**LORAIN PORT AUTHORITY**  
**Board of Directors**  
**Grounds Maintenance & Capital Improvements Committee Meeting**  
**Tuesday, February 13, 2018**

**Committee:** Mrs. Cook; Messrs. Bansek, Davila (5:48 p.m.) Nielsen and Zellers

**Board Members:** Messer's Kusznr (5:52 p.m.), Mullins (5:40 p.m.) and Zgonc (5:43 p.m.)

**Staff:** Tom Brown, Executive Director  
Tiffany McClelland, Economic Development Specialist  
Kelsey Leyva, Office Manager

**Guests:** John Schrenk, citizen

**I. Roll Call**

- A. The committee meeting was called to order at 5:33 p.m. by Chairman Carl Nielsen. Roll call indicated a quorum present.

**II. Report of Chairman**

- A. Maintenance Personnel Issue: Mr. Nielsen said he and Mr. Brown talked and are open to debate but they believe we need to keep the status quo for a while. Our options were to hire a firm, hire a maintenance person or keep doing as we are with an independent contractor on an as needed basis. Mr. Nielsen said until we hear back from the study, he believes we should continue as we have in the past. Mr. Zellers asked for Mr. Brown's input. Mr. Brown said he thought Mr. Nielsen summarized it nicely. The board made it pretty clear there was no room in the budget for additional personnel. He agrees with keeping the status quo until the CDFA study is complete and he looks forward to getting the CDFA assessment back. Mrs. Cook asked about who takes care of the maintenance currently. Mr. Brown said Mr. Brian Poyle does our flag poles and bigger jobs and Mr. Ed Abel handles the minor jobs. He is working in the Train Station currently repainting the bathrooms. Ms. Leyva orders work for big jobs. A private company cleans the office once every two weeks and is sufficient for now. We're also hired window washers in the past. Mrs. Cook said the

benefit in tackling projects this way is the Port doesn't have to pay employee benefits. Mr. Brown said it comes down to the theory of this organization. If we're going to be property managers, then that's what our time and efforts will go toward. It still takes people and staff time to call and schedule work and to provide access for workers. Mr. Brown still thinks there's a place for a maintenance person in the staff. He will continue to research it but will stick with the status quo for this year. He said he is excited about the new grounds' maintenance company, but he doesn't believe what we have is a permanent solution. If we want the staff chasing business and trying to get financial deals to become more self-sufficient, it becomes a balancing act with time. Mr. Nielsen said we'll get by for 2018. Mr. Zellers said he didn't realize the board was against hiring an extra person and he didn't necessarily feel the same way.

- B.** Site walkthrough report: The site walkthrough was on a Sunday morning. Mr. Brown thanked those who attended the walkthrough. He felt the attendees agreed the items needing tackled first were those involving safety concerns. Leveling the sidewalks, sidewalk repair and pier sidewalk entry repairs were deemed to be safety items. The boardwalk at Riverside Park is a short-to-mid-term goal for the same reasons. Mr. Brown said we could likely spread the projects out over the course of three years, but if we want to showcase the festival site this summer, we may want to focus on Black River Landing initially and then move to the other sites.
- C.** Capital improvements list: Mr. Brown said going after the safety related items first was universally agreed upon. The list includes tentatively assigned dates to complete the work. Asphalt sealing might need spread over three years. Mr. Zellers asked about the budget. Mr. Brown said about \$200,000 is in the maintenance account, but that includes a lot of contracts all ready, such as the lawn mowing. Mr. Zellers asked if the items with dates were planned for completion this year. Mr. Brown said his tactic would be to go after the safety items first, then come back and reassess. He would also like to complete a fence project at Black River

Landing to help with Rockin' on the River and other festivals. What we don't know about is what we'll experience when we open up restrooms and pipes and the irrigation system. Mr. Zellers asked about the safety items. Mr. Brown said path edging at Black River Landing. He also wants everything top soiled and seeded where there is damage or unlevel areas. Lighting enhancement is out for bid. The walkthrough was today. Six firms attended and a seventh called in. We need to get blueprints and voltage to them, but the quotes will be back in 30 days. Fencing upgrade isn't so much a safety item, but Mr. Brown said he's hoping to have it fenced before the summer season begins. At the Black River Wharf Boat Launch there is a very large lot and a few sidewalks. Mr. Brown estimated it to cost \$2-3,000, worst case scenario. Some sidewalks are sinking. Mr. Zellers clarified this is a project for 2018 and Mr. Brown said yes. At Riverside Park we have the Coastal Management Grant and received a letter of support from ODOT, so it seems to be under review. If we receive the grant it would be in 2019. At the Mile-Long Pier we painted sunken parts yellow recently. Lighting upgrade would include Riverside Park. Mr. Brown said we may want to reenergize our solid waste grant because it's about three years old. The hope is to redo the boardwalk at Riverside would be recycled material. The LED lights would include the Mile-Long Pier. MR. Zellers asked for clarification on the \$200,000 maintenance budget and what it includes. Ms. McClelland explained the yearly maintenance budget is typically about \$150,000, not including additional projects. We \$50,000 for miscellaneous maintenance repairs and projects. Then we have another \$40,000 in capital. This means we have about \$90,000 unencumbered. Mr. Brown said we had more than \$300,000 carryover into 2016 and about \$500,000 carryover in 2017. He is comfortable increasing some line items if the board wishes to do so. Other revenues will be coming in as well. Mr. Zellers estimated \$73,000 was available for projects this year. Mr. Nielsen suggested rounding up and making a motion for up to \$75,000 in maintenance projects. Mr. Brown


said he wasn't sure that was necessary. He feels confident in his ability to manage the budget and scale back a project if something else more pressing pops up. The safety items are imperative. Mr. Zellers asked if Black River Landing would be the only lot resurfaced in 2018. Mr. Brown said yes, then Black River Wharf in 2019 and Lakeside the year after. Mr. Zellers moved to recommend to the full board we get proposals for the resurfacing of parking lots, the path edging and leveling and the fencing/security upgrade at Black River Landing. At the Mile-Long Pier, we would get proposals to level the raised concrete and we will get similar proposals to level the sidewalk at Black River Wharf. Mr. Zellers suggested getting a multi-layer quote for the various parking lots needing paved. It may be cheaper going that route. He asked about the city doing some of the work. Mr. Brown said they can do some work, but they never made it out to our sites last season. Mr. Nielsen seconded the motion. Motion carried.

### III. Other Business

- A. None.

### IV. Adjournment

- A. There being no further business to come before the Grounds Maintenance and Capital Improvements Committee, Mr. Nielsen moved to adjourn. Mr. Zellers seconded the motion. The motion carried and the meeting adjourned at 5:57 p.m.



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Carl Nielsen, Chairman



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Tom Brown, Executive Director